

## **Hearing Guidelines**

### **Individual/Citizen Statements**

#### **Hearing Format**

The hearings will be informal yet structured.

Members of the general public, who make presentations, will be asked to affirm they are being truthful in questioning. Members of the Panel may ask questions of clarification.

#### **Presentation**

It is preferred if at least one copy of your presentation/submission be provided to the CEC to be put on the public record. It is also appreciated if copies could be provided for at least the CEC Panel and Proponents at the time of your presentation. If you need assistance with providing copies please advise CEC staff well in advance of your presentation. Electronic copies (including by e-mail), handwritten or printed versions are acceptable.

#### **Time Limits**

Presentations will be held 15 minutes (firm).

#### **Rules of Procedure**

The hearings will be conducted in accord with the *Process Guidelines Respecting Public Hearings*, which are available in the participants Handbook or on the website [www.cecmanitoba.ca](http://www.cecmanitoba.ca).

#### **Transcripts**

Verbatim transcripts of the proceedings will be available following the session on [www.cecmanitoba.ca](http://www.cecmanitoba.ca).

The Panel's Report will be delivered to the Minister of Environment, Climate and Parks within 90 days of the completing of the hearings. The Minister will release it to the public shortly after receiving it.

#### **Order of Presentation**

Depending upon the flow of proceedings there may be specific time blocks set aside for individual/citizen statements. Should these time slots not be convenient or additional opportunities present themselves scheduling of presentations can be done where it is mutually convenient. Speakers must present when called or they may lose their opportunity. To arrange for a speaking time slot please contact the Clean Environment Commission.

The proceedings will be transcribed. Please speak clearly into the microphone and identify yourself. Should the speaker become intelligible they will be interrupted and asked to speak more clearly.

A laptop computer and projector will be available for your use utilizing MS Office programs. Your information should be on the flash drive/memory stick. No outside equipment will be permitted.

If you have other AV needs let us know prior to the start of the hearings so that we can do our best to accommodate you.

Should you not be able to attend your appointed day or time, please notify the CEC as soon as possible, **at least 24 hours notice would be appreciated.**



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